

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0047930

Date Posted: 07/01/13

POSITION NO: 242710

Closing Date: 07/15/13

CLASS CODE: 1366

POSITION TITLE: Office Specialist

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Twin Arrows, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R58A

Days: Monday - Friday

Permanent: ☒

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary: ☐

Duration: \$ 22,734.40 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a variety of office support work of moderate difficulty performing a full range of clerical assignments for the Tribal Gaming Office. Screens calls, routes calls, and take messages; greets and directs visitors as appropriate; responds to routine questions from the public; directs people to appropriate sources; provides public with specifics such as program information; researches and responds to requests for general information; composes, types, and edits correspondence, reports, records, and forms; enters and verifies data in a computerized system and prepares reports from provided data; complies reports; identifies sources and extracts necessary information; performs specialized calculations. Arranges meetings and conferences; schedules appointments and interviews; makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy, and conformity within established procedures; maintains electronic and/or hard copy files; prepares photocopies or facsimiles; processes employee and office forms; tracks and maintains records and status of processes used in department; follows up on processes or items as needed; transcribes minutes of meetings. Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; may receive money, prepare receipts of payment and log in money received on financial documents; may coordinate the work of others and train new employees.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

Two (2) years general office or related experience, or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of applicable policies, practices and procedures related to work assignment; knowledge of a variety of computer software, word processing, database, and spreadsheet applications; skill in preparing correspondence using standard computer software; skill in operating office equipment; ability to type a minimum of 45 word per minute (WPM).

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the State of Arizona and the Navajo Nation Gaming Regulatory Office; and possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99